



**DEFENSE SECURITY COOPERATION AGENCY**  
2800 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-2800

26 APR 2017

MEMORANDUM FOR DEPUTY UNDER SECRETARY OF THE AIR FORCE FOR  
INTERNATIONAL AFFAIRS  
DEPUTY ASSISTANT SECRETARY OF THE ARMY FOR  
DEFENSE EXPORTS AND COOPERATION  
DEPUTY ASSISTANT SECRETARY OF THE NAVY FOR  
INTERNATIONAL PROGRAMS  
DIRECTOR, DEFENSE CONTRACT MANAGEMENT AGENCY  
DIRECTOR FOR SECURITY ASSISTANCE, DEFENSE FINANCE  
AND ACCOUNTING SERVICE – INDIANAPOLIS OPERATIONS  
DIRECTOR, DEFENSE INFORMATION SYSTEMS AGENCY  
DIRECTOR, DEFENSE LOGISTICS AGENCY  
DIRECTOR, DEFENSE LOGISTICS INFORMATION SERVICE  
DIRECTOR, DEFENSE LOGISTICS AGENCY DISPOSITION  
SERVICES  
DIRECTOR, DEFENSE THREAT REDUCTION AGENCY  
DIRECTOR, MISSILE DEFENSE AGENCY  
DIRECTOR, NATIONAL GEOSPATIAL – INTELLIGENCE  
AGENCY  
DEPUTY DIRECTOR FOR INFORMATION ASSURANCE,  
NATIONAL SECURITY AGENCY

SUBJECT: Security Assistance Management Manual (SAMM), Administrative Changes,  
Defense Security Cooperation Agency (DSCA) Policy 17-14, [SAMM E-Change  
351]

This memorandum updates the SAMM with administrative changes. This memorandum does not contain substantive changes. DSCA will issue substantive changes to the SAMM under a separate policy memo/SAMM E-change. These administrative changes will be included in the online version of the SAMM at <http://www.samm.dsca.mil>.

The SAMM changes identified in this memorandum are effective immediately. For questions, please contact Andrew Mayer, [Andrew.P.Mayer.civ@mail.mil](mailto:Andrew.P.Mayer.civ@mail.mil), (703) 697-9480.

A handwritten signature in black ink, appearing to read "Holly Haverstick", is positioned above the typed name.

Holly Haverstick  
Acting Principal Director  
Strategy

Attachment:

As stated.

cc:

STATE/PM-RSAT

AFRICOM

CENTCOM

EUCOM

NORTHCOM

PACOM

SOCOM

SOUTHCOM

TRANSCOM

USASAC

USASAC-NC

SATFA

TRADOC

NAVSUP WSS

NAVICP

NETSAFA

AFSAC

AFSAT

DISAM

MARCOR IP

SCETC

USCG International Affairs (G-CI)

**Security Assistance Management Manual (SAMM), E-Change 351  
Administrative Changes**

1. Update Table C9.T2. Case-Related Manpower Functions and Funding Source Manpower Matrix to reflect the following:

Row	Activity	Admin	Case	Non-Standard	Frequency
68	Contracting efforts required for Army Corps of Engineers Services.	Services provided for contract management, administration and solicitation development.	Contracting Officer Representative services and Quality Assurance.	<none>	<none>

2. Update Table C5.T2. IA's Authorized to Receive Letters of Request (LORs) to reflect the following updated information:

Implementing Agency			
Name	Code	Purpose	Address (mailing address or email address)
Air Force	D	Action Address for LORs for Communications, Electronics, Aircraft, and Missile Systems for SAF/IAR main office.	SAF/IAR 1080 Air Force Pentagon Washington DC 20330-1080
		Action Address for LORs for Communications, Electronics, Aircraft, and Missile Systems for Americas/Africa Division.	SAF/IARA (Americas/Africa Division) 1080 Air Force Pentagon Washington DC 20330-1080
		E-Mail Address for electronic LORs for Communications, Electronics, Aircraft, and Missile Systems for Americas/Africa Division.	Americas/Africa Division: usaf.pentagon.saf-ia.mbx.saf-iara-workflow@mail.mil
		Action Address for LORs for Communications, Electronics, Aircraft, and Missile Systems for Central Division.	SAF/IARC (Central Division) 1080 Air Force Pentagon Washington DC 20330-1080
		E-Mail Address for electronic LORs for Communications, Electronics, Aircraft, and Missile Systems for Central Division.	Central Division: usaf.pentagon.saf-ia.mbx.saf-iarc-workflow@mail.mil

Implementing Agency			
Name	Code	Purpose	Address (mailing address or email address)
		Action Address for LORs for Communications, Electronics, Aircraft, and Missile Systems for Europe/NATO Division.	SAF/IARE (Europe/NATO Division) 1080 Air Force Pentagon Washington DC 20330-1080
		E-Mail Address for electronic LORs for Communications, Electronics, Aircraft, and Missile Systems for Europe/NATO Division.	Europe/NATO Division: usaf.pentagon.saf-ia.mbx.saf-iare-workflow@mail.mil
		Action Address for LORs for Communications, Electronics, Aircraft, and Missile Systems for Pacific Division.	SAF/IARP (Pacific Division) 1080 Air Force Pentagon Washington DC 20330-1080
		E-Mail Address for electronic LORs for Communications, Electronics, Aircraft, and Missile Systems for Pacific Division.	Pacific Division: usaf.pentagon.saf-ia.mbx.saf-iarp-workflow@mail.mil
		Address for LORs (non-training) for AFSAC.	Air Force Security Assistance and Cooperation (AFSAC) Directorate 1822 Van Patton Drive Wright-Patterson Air Force Base, OH. 45433
		Electronic LORs (non-training) for AFSAC.	Use the LOR-A Tool at <a href="https://afsac.wpafb.af.mil/">https://afsac.wpafb.af.mil/</a> or Contact individual AFSAC Command Country Managers for email addresses
		Action Address for LORs for Formal Training for AFSAT/CCA.	AFSAT/CCA 100 H Street East, Ste 5 JBSA-Randolph AFB, TX 78150-4349

3. Update C13.2.1. to read as follows:

C13.2.1. The DSCA Capital Planning and Investment Control (CPIC) Framework details the Agency's Information Technology (IT) capital planning and Portfolio Management process. Its structure, as designed, supports DSCA decision-making and governance of IT investments. CPIC codifies the set of processes used by DSCA decision-makers for governance and approval of IT investments. Further, it provides guidance and direction to ensure alignment of IT investments with DSCA's overarching business strategy, as defined in the DSCA Strategic Plan, and ensures compliance with the laws, regulations, and policies mandating optimized processes to select, control, and evaluate IT investments.